

## EMIS Release Notes – New Collection Request

**Collection Request Name:** Staff and Course Collection – Initial (FY23)

**Collection Request Description:** This collection is required for all EMIS reporting entities. The initial collection includes staff employed any time in FY23 and staff who were employed as of the end of the FY22 school year who are no longer employed as of the beginning of this school year. It also includes Course Master, Student Course, and related data for the entire school year. The source files are the CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN Record types labeled with the L data set. Data must be uploaded in EMIS Manual format through the Data Collector Data Sources tab. Some staff data may be collected via SIF in those districts using USPS.

**Collection Request Short Name:** FY23-L-Stf Crs Init

**Manifest Code Name:** 2023L1STR

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 9/8/2022

**Submission Date Range:** 9/8/2022 – 1/31/2023

**Organization Types That Must Report:** All EMIS reporting entities

**Major Change from Prior FY Version:**

- Added the following Position Separation Reason (CK230) option to the CK Record: 4 Resigned – Took a job outside the field of education (see Change 23-81).
- Updated the following Position Separation Reason (CK230) option description on the CK Record: 7 Resigned – Unknown or does not fit into options 4, 5, or 6 (see Change 23-81).
- Added new Subject Area for Credit (CN210) options to the CN Record to align with the CORE Area Code (GC060) options on the GC Record (see Change 23-21).
- Added the following validation checks (see Change 23-29). Note that the State Staff ID reported on the CI Record is populated by the Department onto the CK, CJ, and CL Records.
  - CK.0036—if the State Staff ID on the CI Record is reported as all 0s or is not formatted as 2 upper case letters followed by 7 numbers.
  - CJ.1005—if the State Staff ID on the CI Record is reported as all 0s or is not formatted as 2 upper case letters followed by 7 numbers.
  - CL.0011—if the State Staff ID on the CI Record is reported as all 0s or is not formatted as 2 upper case letters followed by 7 numbers.

**Data Sources Supported:**

- CC, CJ, CL, CM, CN, CP, CU, CV, and GN flat files
- USPS SIF for CI and CK Records only

**Level 1 Reports Included:**

- Staff Missing Report

**Level 2 Reports Included:**

[Report explanations](#) can be found on our website. The Gen Issues report explanation includes content and contact information regarding each report. The following reports will be run at a later date:

- (CTAC-xxx) CTE Concentrator Reports
- (CTEA-xxx) CTE FTE Reports
- (CTEA-xxx) CTE FTE Daily Summary Reports

- (GNIS-xxx) Gen Issues Reports
- (STAT-001) Level 2 Status Report
- (TLCS-001) Teacher Licensure Course Status Report

**Outstanding Issues:** None known at this time

**Release Note Date:** 9/8/2022